JOB DESCRIPTION

Job Title	Engineer (Highways Assets)
Department	Environment and Communities
Section or Service	Transportation and Highways
Grade	F

Responsible to:	Team Manager Highways Assets
Employees directly supervised *(if applicable)*:	

Family Tree

Chief Executive

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Executive Director for Environment and Communities

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Director for Transportation and Regulatory Services

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Head of Transportation and Highways

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Highways and Capital Projects Manager

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Team Manager Highways Assets

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Senior Structures Engineer

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Engineer Highways Assets

1. JOB PURPOSE:

We are looking for a dedicated and knowledgeable Highways Assets Engineer to join our team. You will be responsible for managing and maintaining highways assets to ensure their safety, efficiency and longevity. The role will include delivering planned and reactive repairs, renewals and improvements across the Borough to our drainage and structures assets. This will include all associated financial and administrative tasks to ensure work is delivered effectively to improve the asset and highway safety.

2. DESCRIPTION OF DUTIES:

- Manage both planned and reactive works for the Borough's stock of highways drainage and structures assets.
- Project management multiple projects concurrently, ensuring they meet specifications, budgets, and deadlines, including preparation and control of work programmes using Microsoft Project. The work will involve commissioning contractors and potentially consultants for specialist work.
- Prepare bills of quantities, cost estimates, raise work orders and approve measured applications using 'Confirm' (the Council's asset management package).
- Apply technical knowledge of materials and construction techniques commonly used in Highway Engineering. Have a good understanding of relevant technical material including the DfT Specification for Highway Works, method of measurement, model contract documents and civil engineering forms of contract including NEC4.
- Review highway drainage design proposals received from both internal and external stakeholders, ensuring compliance with the Councils specifications and providing detailed comments on the submissions.
- Where possible assess opportunities to integrate sustainable drainage practices (SuDS) into designs to mitigate environmental impact. Assess potential environmental risks including flooding and implement measures to minimise them in accordance with the Council's Local Flood Management Strategy.
- Monitor and manage budgets allocated to maintenance activities, and commissions under your control.
- Represent the Borough when attending other organisations such as the London Bridge Engineer Group (LoBEG) and London Drainage Engineers Group (LoDEG), to ensure that the Borough interests are represented and we keep abreast of new technologies and developments, disseminating the information and recommending new opportunities to develop our service.
- Liaise with internal Council departments, external stakeholders (TfL), private developers and the Councils term contractor to programme scheme implementation ensuring cohesive project execution.
- Conduct site visits and inspections to assess existing asset conditions and oversee the installation of new works. Troubleshoot and resolve issues on-site, providing technical support as needed. Supervise the term contractor, ensuring works are undertaken to the

agreed specification and drawings in a safe and considerate manor and in accordance with all current Construction Design Management Regulations (CDM)

- Respond to queries and correspondence from members of the public and Councillors in a timely and accurate manner using plain English.

3. DIMENSIONS:

1) You will be working in the Highways Assets Team which is responsible for the maintenance of the Boroughs highway assets including drainage, structures and street lighting. Maintenance is carried out through a package of planned (programmed) maintenance, reactive maintenance including responding to inspections, complaints, or emergencies. Routine/cyclical – such as cleaning, painting etc.
2) The team has over 10,000 gullies to maintain and inspect, developing an annual work programme to ensure as Highway Authority we maintain safety and our duty of care to all road users. Along with the drainage assets we are also responsible for the maintenance of the Boroughs structures including the prestigious Albert and Chelsea Bridges, sections of Thames Embankment River Wall and other road and footway bridges.
3) You will be provided with a Council vehicle to visit sites around the borough for which you will require a full UK driving licence.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Engineer (Highways Assets)

Conditions to Note:

Candidates:
When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:
The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours
The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	**Equal Opportunities** Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	**Qualifications:** **Essential:** • HNC or Degree in relevant engineering or technical discipline
C	**Skills, Knowledge & Experience:** **Essential** • Experience of managing highway schemes, from initiation to delivery. Including the ability to put forward clear and well thought out solutions to problems. • Good level of IT literacy and experience in using Microsoft Office software. • Knowledge of relevant national technical standards and specifications including the Design Manual for Roads and Bridges (DMRB), the Specification for Highway Works (MCHW), and the Council's Streetscape Policy document. • Ability to programme, prioritise and monitor own workload and to work effectively as part of a team. • Site experience in monitoring contractors on site and keeping good site records. • Good standard of written and spoken communication skills

	• Tactful and diplomatic when dealing with the public, Councillors, and other external stakeholders. • Able to manage many tasks in parallel and to work under pressure. • Ability to liaise effectively with all stakeholders to ensure the timely completion of tasks/projects.

	Our Values & Behaviours
D	**PUTTING COMMUNITIES FIRST** • **We put local people at the heart of decision making in everything we do.** • **We seek to include and involve: all voices matter.** • **We provide quality services that are responsive, effective, and efficient.** • **I actively support the council during significant emergency responses, always prioritising the needs of our residents. This may involve my participation in emergency efforts and, in exceptional circumstances, being redeployed to assist wherever I'm most needed.** The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included. • I can see how my views have been taken into account. • I can see improvements and developments based on my input.
E	**RESPECT** • **We listen to everyone and value the personal experiences of people in our communities and of each other.** • **We adopt a fair and involving approach regardless of any way in which an individual is different to us**. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	**INTEGRITY** • **We act with openness, honesty, compassion, responsibility, and humility.** • **We let people know what we are doing and communicate why and how decisions have been made.** The following examples are indicators of effective behaviour:

	• I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible, and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	**WORKING TOGETHER** • **We work together and in partnership with everyone that has an impact on the lives of our residents.** • **We want to understand, learn from each other, and continually adapt.** The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities, and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas